

DELAWARE DEPARTMENT OF JUSTICE

JOB OPENING

Opening Date: July 20, 2017

Closing Date: July 26, 2017

ADMINISTRATIVE SPECIALIST I, (PAY GRADE 7)

CRIMINAL DIVISION, FELONY SCREENING UNIT, NEW CASTLE COUNTY

JOB RESPONSIBILITIES AND DUTIES:

This position provides administrative support to the Felony Screening Unit, Criminal Division, in New Castle County. The duties associated with this position include, but are not limited to, accessing and printing documents as needed, from both CJIS and JIC, filing, managing several calendars, pulling files associated with those calendars and closing of prelim and plea files in the case tracking system as well as maintenance of the records of those closings. The position is also required to rotate with the other administrative staff in the Criminal Division at the front reception desk and the intake desk. The Case Processing group will also require some assistance from time to time, including closing files, preparing charging documents, and assisting the Supervisor and Assistant Supervisor of the CPU. This position requires interaction with both the Court and law enforcement, including but not limited to scheduling intakes and coordinating the bail reduction and video bail calendars.

QUALIFICATIONS:

Candidate must be detail-oriented, able to multi-task, well organized and proficient in Microsoft Word Office Suite and LEISS. Candidate must possess excellent spelling and grammar, and proofreading skills.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.